



## **GUIDELINES FOR VISITORS AND CONTRACTORS FOR THE "NEW NORMAL" ENVIRONMENT IN THE WORKPLACE**

### **I. RATIONALE**

Pursuant to DOH AO No. 2020-0015 dated 27<sup>th</sup> of April 2020, "Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation" which aims to provide guidance for sectoral planning on the implementation of non-pharmaceutical interventions as minimum public health standards to mitigate the threat of COVID-19, DPWH DO No. 39 s. 2020 dated 19<sup>th</sup> of May 2020, "Revised Construction Safety Guidelines for the Implementation of Infrastructure Projects During the COVID-19 Public Health Crisis", and the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines dated 22<sup>nd</sup> of May 2020, which granted authority to this Office to adopt measures lawful and necessary to implement and enforce the minimum public health standards, thus these guidelines are hereby issued accordingly.

### **II. SCOPE AND COVERAGE**

These guidelines shall apply to all NEA visitors, contractors and the general public.

### **III. IMPLEMENTING GUIDELINES**

1. All visitors, contractors, and the general public must strictly observe the safety and precautionary health standard pursuant to the provisions of the NEA Minimum Health Standards, COVID-19 Response Protocol (DOE AO No. AO2020-05-0001) and other pertinent issuances on this matter.
2. Any person below twenty-one (21) years old, those who are sixty (60) years old and above, those with immune deficiencies, comorbidities, or other health risks, and pregnant women, including those who reside with the community quarantine areas, shall not be part of the workforce for construction projects except as may be allowed under the Revised Omnibus Guidelines issued by the I Inter-Agency Task Force (IATF) for the Management Emerging Infectious Diseases.
3. Any person below twenty-one (21) years old, those who are sixty (60) years old and above, those with immune deficiencies, comorbidities, or other health risks, and pregnant women, including those who reside with the community quarantine areas, visiting the office either official or personal are discouraged to enter the building except as may be allowed under the Revised Omnibus Guidelines issued by the IATF.

4. All visitors, contractors, and all others concerned must strictly comply with the provisions of Item No. 4 (Entry at NEA Premises) of the NEA Workplace Re-Entry Plan for the "New Normal", which includes but not limited to the following:
  - a. Wearing of personal protective equipment (PPE) such as face mask and face shield;
  - b. Undergo disinfection of hands and feet along with their exposed personal belongings upon entry in the premises;
  - c. Subject themselves to a no-contact temperature scan protocol (see **Annex "A"**) and shall accomplish the Visitor's Health Checklist (see **Annex "B"**) and submit to the guard on duty or designated safety officer prior to entry;
  - d. Observe physical distancing when walking in hallways and other areas in the building premises and moving u/down the stairs; and
  - e. Use of elevators is limited to four (4) passengers at a time. These passengers must observe physical distancing at all times.
5. The contractors and suppliers shall ensure that their projects are compliant to the provisions of DOLE D.O. No. 13, s. 1998, DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19 and the DPWH Revised Construction Safety Guidelines for the Implementation of Infrastructure Projects During the COVID-19 Public Health Crisis.
6. Contractors shall provide disinfection facilities in compliance with pertinent DOH and IATF Guidelines, to be placed in strategic locations to ensure the safety and welfare of all their personnel.
7. Delivery of materials, equipment and access to the building must be coordinated with the General Services Division (GSD). All deliveries and disposals shall be conducted by a specific team in a designated isolated loading/unloading zone to limit contact with the delivery/disposal personnel. Disinfection of all materials and/or equipment should always be undertaken.
8. Daily monitoring of the pre- and post-work health conditions of workers must be done by the concessionaires, contractors, subcontractors, and suppliers, including but not limited to temperature, health, and exposure monitoring, as preventive measures. Personnel with manifestations or symptoms relative to COVID-19 shall be immediately isolated and shall undergo self-quarantine for fourteen (14) days, and if necessary, shall be brought to the nearest DOH COVID-19 treatment facility under strict confidentiality and privacy. Application of the protocols in accordance with the DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19 should be observed.

9. Contractor's workers are allowed to remain within the NEA building premises within the specified working hours (8:00 A.M.-5:00 P.M.) except for emergency repair work. Loafing in the building premises at all times is strictly prohibited. Construction, maintenance or repair work will not be allowed on Saturdays, Sundays, and holidays, except with prior written approval secured from the GSD.
10. NEA shall monitor compliances with the guidelines and issue individual quarantine pass (QPs) to qualified personnel of the contractors and suppliers based on the submitted list as certified by the contractors and suppliers.
11. For monitoring purposes, personal records and health report of all personnel necessary for contact tracing shall be submitted by the contractors and suppliers to the NEA, as the case may be, and shall be resubmitted and updated monthly, or as the need arises (see Annexes "C" and "D").
12. Contractors shall submit the design for disinfection facilities and amenities, for monitoring purposes, to NEA as mentioned in Section III (6).
13. Contractors shall submit to the NEA, a certification under oath that they have complied and shall continue to comply with the provisions of these Guidelines within fifteen (15) days from commencement of work (see Annex "E").

#### IV. REPEALING CLAUSE

Other related issuances not consistent with the provisions of this Guidelines are hereby revised, modified, or rescinded accordingly. Nothing in this Guidelines shall be construed as a limitation or modification of existing laws, rules, and regulations.

#### V. SEPARABILITY CLAUSE

Should any provision of this Order or any part thereof be declared invalid, the other provisions, insofar as they are separable from the invalid ones, shall remain in full force and effect.

#### VI. EFFECTIVITY

This Guidelines shall take effect immediately.

**Approved** on June 8, 2020.

  
**EDGARDO R. MASONGSONG**  
Administrator

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Office of the Administrator



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